BEST PRACTICE CATALOG

Project Title: **PATIENT CLASSIFICATION SYSTEM (PCS)**

Function Category: ☒ **PATIENT-FOCUSED**   ☐ **ORGANIZATION**   ☐ **STRUCTURES**

Subcategory: **Assessment of Patients**   Heading: **Initial and Continual**

Key Word(s): **Classification, Assessment**

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| Purpose: |

1. To assess and categorize patients according to their nursing care needs.
2. To determine and assign appropriate numbers of nursing personnel needed to meet standards for quality and appropriateness of nursing care delivered. An effective PCS should alleviate several issues such as staffing shortages, inappropriate staff allocation, decreased staff morale, and poor patient care. It will create job satisfaction for nursing personnel since it does not depend on _nurse-to-patient_ ratio but rather on _nurse-to-patient acuity_ ratio; therefore, nursing errors and oversights become less frequent. It can also be used to monitor both the quality and quantity of patient care services delivered.

| Brief Description: |

To maintain quality nursing care, staffing will be planned and generated using a Patient Classification System (PCS) as a guideline. Registered nurses (RNs), psychiatric technicians (PTs), licensed vocational nurses (LVNs) and non-licensed nursing staff will be utilized based on patient care needs.

| Selection Basis/Criteria: |

Each patient will be assessed and rated using the Patient Classification (PC) tool/form as to his/her level of care by the shift lead or licensed designee daily or more frequently as the patient's acuity level changes.

Patient acuity levels are as follows: **Level 1: Minimal care**
Level 2: Moderate care
Level 3: Extensive care
Level 4: Intensive care
Level 5: Constant supervision (1:1)

The original copy of the completed PC form will be turned in to the CNS office each morning by 1100 hours. The Patient Classification System Coordinator (PCSC) will review the PC form for accuracy and completeness. Then, number of staff required for that day (24 hours) is calculated. The Central Staffing Office (CSO) will be notified of the number and classification of nursing staff needed for each unit, each shift (PM-Noc-AM). Staffing will be done by CSO employees to facilitate staffing in a timely manner.

The following items are available regarding this Best Practice:

☐ **Photographs**   ☐ **Video Tape**   ☐ **Drawings**   ☐ **Manual**

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